

Dean's Administrative Council

Minutes of Meeting

February 25, 2019 at 9:29 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andi Kent, Dean; Dr. Andre Green, Associate Dean; Dr. John Kovaleski, Associate Dean; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Dennis Campbell, President of the College Faculty Council; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Mr. Josh Wooden, Director of Academic Advising; Mr. Marcus Mitchell, Assistant Director of Marketing and Communications, and Ms. Aimee Meyers, Development Liaison

Members Absent: Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Matt Binion, Director of Academic Assessments; Ms. Jennifer Simpson, Director of Field Services

Dean Kent called the meeting to order at 9:29 a.m.

1. Information Update:

a. Faculty/Staff Searches:

Dr. Santoli (LTE): A candidate has been selected and hiring paperwork has been submitted to Academic Affairs to hire an instructor for the elementary education position. The recruiting efforts have started for the assistant professor of special education this week and 8 applications have already been submitted.

Dr. Holden (HKS): There are currently 2 open positions in HKS (Assistant/Associate Professor and Instructor of Exercise Science). Interviews are scheduled for this Thursday for the instructor position. Skype interviews for the assistant/associate professor will start this morning.

Dr. John Kovaleski provided an update on the new faculty search procedures which are currently in effect for the Special Education position and those moving forward. Dana will create folder for each new position on the Team Drive giving access to each search committee member. PDF files will be uploaded to the appropriate file of each applicant. This will provide a much more efficient process for the search committee to review files and eliminate tons of paper documents. An electronic file

will be kept for each applicant and a hard copy file for those applicants that are invited in for an on-campus interview.

b. Educator Excellence Scholarship (AK):

New posters have been printed and are now available for distribution to the schools. Dr. Kent provided LTE with posters for their department to distribute. A sign-up sheet was provided at the LTE faculty meeting for faculty to select which schools they plan to visit. She encouraged faculty to post on Facebook and tag at least 3 people to reach a greater sphere of influence.

2. Summer Contracts(AG):

Dr. Green announced that the summer contract information from Academic Affairs has been distributed. Contracts will be going out in the next 2-3 weeks. 1st round will be as classes are listed. The 2nd round will be a pro-rated amount. Dr. Green will send out a letter to the chairs to share with the faculty. He noted that pro-rated amount for faculty did go up this year which will be noted in the contracts.

3. Graduate Studies Update (JK):

Dr. John Kovaleski noted that the admission requirements will only be posted on the department program web page and in web admit. Admission requirements will also be removed from the bulletin and from the back of the program sheets.

4. Office of Assessment Update (MB): N/A

5. Advising and Certification Update (JW):

Mr. Josh Wooden provided the following update to the council:

- USA day was this weekend. Approximately 30 students attended.
- 290 student advising appointments this semester which is a 47% increase over from last semester.
- Bulletin revisions are in and complete for those who have submitted revisions and are ready for review. The next submission deadline is in March. The final submission deadline is in April.
- A demo for a new software for the bulletin is currently being piloted. Vendors are also providing other software presentations.
- State & CAEP review are underway. CIEPs are due at the end of the week.

6. Faculty Council Update (DC):

Dr. Campbell provided the following update:

- Need to encourage more tenure faculty involvement in the faculty senate.
- Need to schedule a faculty assembly for this semester.

7. Development Update (AM):

Ms. Aimee Meyers provided the following update:

- February 14 (Valentine's Day) was designed gift day. The Mitchell Moulton match program for undergraduate will still match 3 to 1 those that were turned in before 2/8 and on 2/14. Over \$300,000 has been donated.
- Any Faculty/Staff Employee Campaign cards that have not been turned Aimee will stop by and pick them up.
- To date the fund raising total is up to \$1,114,893.50 for the College which will continue to run through the end of September.
- The faculty and staff Q&A session for the stadium Wednesday, 27th in the John Counts room.

8. Other (AK):

- Cyber training deadline is 2/28 for everyone to complete.

The next scheduled meeting is **Monday, March 25, 2019 at 9:30am.**